



Department of Administration

Annual Report & Services Guide -- 2001-2002

January 2002

"Serving Idaho Citizens through Effective Services to Their Governmental Agencies"

Caretakers Of Our Capitol

Facilities Services personnel within the Division of Public Works are responsible for the operation and maintenance of 17 state-owned buildings and facilities in Boise, Lewiston, and Idaho Falls, including the Idaho State Capitol.

Responsibilities include grounds upkeep and care, management of state leased facilities, Capitol Mall Complex parking, and security programs.



Photo at left and above, Facilities Services employees John Oster, left, and Dennis Ferguson put finishing touches on holiday decorating in the Capitol Rotunda.

(Photographs by Diane Blume)

Director's Comments...

Pamela I. Ahrens



We are pleased to welcome you to our on-line **2001-2002 Annual Report**, which highlights many of our Agency's accomplishments for this past year.

Our Department is committed to keeping the overhead costs of government down, allowing our state agencies to utilize their cost savings for other programs that benefit Idahoans and their families. However, as all of us in state government are confronted with serious and challenging economic realities, we must do an even better job of using our taxpayers' resources wisely and efficiently.

The Internet is an effective and cost-containment tool in delivering government information and services. Through the use of technology, our department has reduced costs and increased efficiencies. With that in mind, this Annual Report is being made available on our agency's website. Your comments are welcome.



The Department of Administration's goal is to provide **business management and administrative services** that improve the productivity and quality of Idaho government. Our team is committed to offering leadership, expertise, and value-added services within the following management functions:

- Group, Liability, and Property Insurance;
- Administrative Rules, Building Design, Management, Construction and Maintenance;
- Procurement, Surplus Property and Document Management;
- Public Safety Communications, Voice/Data Network and Internet/ Intranet Coordination; and
- Postal and Quick Copy, Information Technology Policy, Research and Development.

Department of Administration Goals

Goal One:

As a lead agency for business management services, provide quality and accurate information to state leadership that enables sound oversight and effective decision making resulting in timely implementation of state programs.

Goal Two:

Using the tools of evolving technologies, and through consultation and collaborative efforts, deliver quality, cost-effective support services to state agencies, which meet their every-changing needs and business requirements.

Goal Three:

Serve as a model for best business practices as demonstrated by a trained, informed, and motivated workforce bring innovation to Idaho State Government operations.

See DOA Strategic Plan: www2.state.id.us/adm/about/strategy_2002.pdf

Annual Report Contents:

Department 2001 Achievements, Highlights	Page 4-5
• Division of Information Technology and Communication Services (DITCS)	Page 6-7
• Division of Internal Management Systems (DIMS)	Page 8-9
• Division of Public Works (DPW)	Page 10-11
• Division of Purchasing (DOP)	Page 12-13
• Information Technology Resource Management Council (ITRMC)	Page 14-15
Financial Information	Page 16
Resources and Information Links	Page 17

Department Leads Agencies' Efforts To Conserve Energy

In late January 2001, Governor Dirk Kempthorne directed the Department of Administration to evaluate Idaho State Government's use of energy.

The Department was also requested to serve as the **lead agency in coordinating ongoing energy efficiency and conservation measures for state government facilities with agencies**. A State Agency Task Force was formed to assess energy-saving options and to outline specific solutions.



Governor Kempthorne, right, and Director Ahrens conduct a press conference on the state's energy conservation solutions in the Capitol Mall's Geothermal Heating Plant facility. Pubic Works continues to monitor agency energy usage.

See: www2.state.id.us/adm/pubworks/facilities/energy/index.htm

2001 Major Achievements

- Purchasing Modernization Initiative Accomplished, Statutes Updated and Electronic Procurement Goes On-Line
- Public Safety Microwave System Upgrade Progresses -- Idaho, Utah Work Together
- Broadband Connectivity Pursued to Enhance Rural Access to Government Services
- Division of Public Works Develops Interactive Database for Facilities Assessment Program
- Capitol Restoration (Phase 1) Begins
- Department Business, Operational Practices Recognized at National Level
- Access Idaho Web Portal Brings Digital Democracy to Citizens Via Agency Websites
- State IT Master Plan, Standards Adopted
- Digital Government Boot Camp and Idaho Best Practices Involves Policy Makers

Employees Serve In Support Of 'Enduring Freedom' and 'Noble Eagle' Missions

Two Department of Administration employees are serving their country as Air Force Reservists; one on active duty at Mountain Home AFB.

Captain **Kevin Iwersen**, Sr. IT Security Analyst, Division of Information Technology and Communication Services, oversees all maintenance for the Base's communication systems used in support of its flying operations. Valued at over \$17 million, this equipment includes the Air Traffic Control and Landing Systems.

Staff Sergeant **Robert Hugi**, IT Systems Integration Analyst, DITCS-Microwave Services, is a

Reservist with the Idaho Air Guard serving one weekend a month at Gowen Field. He has not been called to active duty.



Department 'Best Practices' Acknowledged Nationally

The Department has been acknowledged this past year for several "best practices" from a variety of leading Federal, State and Local government professional associations and industry trade journals.

Chief among them was the announcement this past September that the Division of Purchasing was recipient of the **Cronin Club Gold Award** by the National Association of State Purchasing Officials (NASPO). The Award is NASPO's highest honor given to states for innovation in purchasing practices.

In July, DOA and the state's official web Portal, Access Idaho, were recognized by Federal Computer Week Government Technology Group as a recipient of a 2001 civic.com Civic 50 Award.

In October, the National Association of State Chief Information Officers (NASCIO) presented its **2001 Recognition Award** to Idaho's Information Technology Training Program (ITTP).

The Department was ranked **4th among the nation's states** in the Category of Management and Administration of Enterprise-wide Information Technology in Part III of the 2001 Digital State Survey conducted by Government Technology Magazine.



Additionally, many leading national trade journals and on-line publications highlighted the strategic efforts of the Information Technology Resource Management Council (ITRMC); and DOA's progress in using technology to streamline business practices.

Purchasing Modernization Initiative -- A Remarkable Accomplishment for Idaho

The Division of Purchasing successfully implemented an electronic procurement system this summer enabling the state to fully enter the e-commerce marketplace.

In order for Idaho to effectively use the Internet to provide e-procurement solutions, 12 sections of the Idaho Code had to be changed. Considering it had been some 25 years since Idaho's purchasing statutes had been extensively reviewed, achieving passage of SB 1025 Purchasing Modernization legislation was a remarkable achievement. The proposed legislation worked its way through three separate committees and two Floor votes with no opposition. The Idaho Legislature unanimously approved and Governor Kempthorne signed the legislation in March of 2001.

Impetus for revision of the state's purchasing laws premised on a paper-based system, began with the DOA's formation of a Procurement-Purchasing (P-Card) Advisory Committee and development of a card program for the state in 1997. Strategic reform activities continued when Idaho was selected as one of five states participating in a



Governor Kempthorne with Director Pam Ahrens and Jan Cox, Administrator.

year-long Electronic Mall pilot project to explore early concepts on on-line purchasing.

The Division of Purchasing investigated several e-procurement solutions in 1999/2001 and began implementing a system in February 2001. The chosen product, called PublicBuy.Net, consists of an internet-based bid/response system and an electronic cataloging system specifically designed for public purchasing. Currently 24 agencies (265 users) have been trained to use the system to create requisitions and post quotes, bids, and proposals online. There are presently over 6,000 vendors registered in the system.

ISU PHYSICAL SCIENCE COMPLEX ADDS TO THE VITALITY OF IDAHO

Idaho State University's renovated **Physical Science Complex**, the school's first building construction project of the 21st century, was dedicated August 23, 2001.

The complex includes two buildings and houses the departments of chemistry, geology, mathematics, and physics. Project architect was **Nielson Bodily & Associates, PA**, Idaho Falls.

The additions and renovations were a two-part, \$18.53 million project. **The first phase**, construction of the \$11 million chemistry wing, was completed and dedicated in August 1996. **The second phase**, renovation of the existing physical science wing at

a cost of \$7.53 million, was ready for fall semester 2001 classes. The physical science wing renovations involved replacing all mechanical and electrical



systems, bringing the building up to safety codes and ADA guidelines, and modernizing classrooms and laboratories to support modern educational technology, including making the building more computer friendly, improving lighting, and adding projection units and electronic media.

A 21,000 square foot addition added geology, mathematics, and physics offices and classrooms as well as laboratory space for physics in the basement, as a part of this major Public Works project.

Division of Information Technology and Communication Services (DITCS)

Joe Roche, Administrator

208 332-1840

jroche@adm.state.id.us



The State of Idaho is partnering with the State of Utah to combine public safety network capabilities in support of the Winter Olympic Games in February in Salt Lake City.

The **Division of Information Technology and Communication Services (DITCS)** is responsible for:

NETWORK SERVICES

The Network Services team is responsible for central coordination and management of Idaho's statewide wide-area network, and access to the INTERNET. This group also maintains the state's WWW home page and its statewide e-mail gateway access to 232 agencies, councils, commissions and boards. Other services include consulting other agencies on matters of local area networking, WWW page development, and e-mail systems. **Carla Casper**, Work Group Leader at 332-1853 or at ccasper@adm.state.id.us can answer your network questions.

PUBLIC SAFETY COMMUNICATIONS

Located in six state district offices throughout Idaho, Microwave Services staff is committed to providing public safety radio services for all state agencies. Supported radio systems include the state's microwave backbone, which traverses 1,170 miles, linking hundreds of radio repeaters and thousands of mobile radios. The microwave system is the largest of its size in the lower 48 states. **Jim Price** at 288-4001 or at jprice@adm.state.id.us can address questions on engineering, installation, maintenance, repair, and rates.

TELEPHONE SERVICES

The installation and configuration of telephone lines, systems, and services throughout Idaho for all state agencies is centrally coordinated by the Division. The Telephone Services team also administers all statewide telephone services contracts including long-distance calling, calling cards, 800 InWATS, audio conferencing, language translation, pay phones and cellular calling. Call **Cheryl Dearborn** at 332-1845 or e-mail her at cdearbor@adm.state.id.us with any questions.

2001 DITCS Highlights

The states of **Idaho** and **Utah** interconnected each state's **Public Safety Microwave Systems** this past November. This effort was coordinated between Idaho's Department of Administration and Utah's Department of Administrative Services. Connecting the two states will allow them to effectively coordinate public safety issues of mutual interest. Effective emergency communications is particularly important in light of the upcoming **2002 Winter Olympic Games in Salt Lake City**. This combined project will have long-term benefits for Idaho and Utah state interests such as police and emergency medical services. This collaborative effort improves the safety for citizens of two states and leverages their tax dollars.

IDANET, Idaho's broadband digital telecommunications initiative, is the State's attempt to leverage its buying power. By aggregating existing dollars spent by State agencies and Higher Education -- and serving as anchor tenant -- the State hopes to encourage telecommunications carriers to deploy broadband telecommunications services in Idaho to not only serve State government but also serve the public at large. The State's bidding strategy is to bid and acquire services by Region. For the purposes of IDANET, the State is divided into six regions. The State believes a regional approach will foster more competition.

The **Public Safety Wireless Network (PSWN) Program** was held February 20-22, 2001 in Boise and was co-hosted by the State of Idaho; the Ada County Sheriff's Department, and the City of Boise Police Department. The purpose of the event has been to discuss issues related to the interoperability of public safety land mobile radio (LMR) communications and public safety shared systems. At the Boise Symposium, 210 public safety officials from around the nation assembled to discuss various topics relating to public safety wireless communications interoperability.

See: www2.state.id.us/adm/infotech/index.htm



Division of Internal Management Systems (DIMS)

Rick Thompson,
Administrator

208 332-1810
rthompso@adm.state.id.us



Above: Putting Idaho Administrative Rules on CD; OIM welcomes State Risk Insurance Management Association to Boise for conference.

The **Division of Internal Management Systems (DIMS)**, is responsible for:

OFFICE OF ADMINISTRATIVE RULES

The Office of Administrative Rules (OIM) coordinates the promulgation of state agency administrative rules. Centralized access to all agency rules is provided by this office as well as the management of standardized format, style, and numbering. On-going training and assistance is also available. For questions call **Dennis Stevenson** at 332-1820 or e-mail: **dstevens@adm.state.id.us**

OFFICE OF INSURANCE MANAGEMENT GROUP INSURANCE

For questions on Blue Shield or HMOBlue medical insurance, Delta Dental insurance, Integrated Behavioral Health Plan (IBHP), or FSA plans, call **Angela Trecartes** at 332-1863 or e-mail: **atrescar@adm.state.id.us** Inquiries on life insurance and disability, contact **Sarah Clark** at 332-1862 or e-mail: **sclark@adm.state.id.us** Our toll free number is (800) 531-0597.

PROPERTY AND LIABILITY INSURANCE

Risk Management provides property and liability insurance products using the most cost-effective blend of insurance and self-insurance. It also manages settlements of self-insured claims in a manner that minimizes long-term cost of claims. For questions on policy management, call **Joan Compton** at 332-1872 or e-mail: **jcompton@adm.state.id.us** for inquiries on agency claims call **Kit Coffin** at 332-1871 or email: **kcoffin@adm.state.id.us** For help with identifying potential risks and implementing procedures to minimize risks, call 332-1867.

SECOND INJURY FUND (IDAHO SPECIAL INDEMNITY FUND) ISIF

The Industrial Special Indemnity Fund adjudicates claims and administers total and permanent disability benefits for injured workers who suffer a "second injury" in the work place and are unable to return to work. The Fund protects the employer who has been encouraged to hire workers with pre-existing conditions in the event the worker later becomes totally and permanently disabled. Contact **Lonna Gray** 332-1835 or email: **lgray@adm.state.id.us**

2001 DIMS Highlights

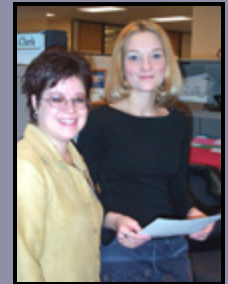
For the first time, the **Office of Administrative Rules** has made available on its Internet website **Individual books of agency rulemaking dockets** submitted for review by the 2002 Legislature and compiled for and listed by House and Senate Committee. Each House and Senate committee has their own page with links to pdf copies of the rules for their committee. The potential for costs savings is great considering, as an example, if you look at the Senate Health and Welfare book, it is 477 pages. There are six Legislators on this committee which equals 2862 pages for each member to have a hard copy of the book. Now, each respective legislator and others can access the books and download information. Each House and Senate committee has their own page with links to pdf copies of the rules for their committee.

The **2001 Code has been placed on compact disc**. This year, when the 2001 Code was published and sent to subscribers, a complimentary CD was included that contained all 10 volumes plus a search capability.

For the first time, and after months of training and system implementation, the Department will have in place an **Integrated Financial Management Information System**. The new system (IFAS), will provide all core financial systems and will be augmented with specialized modules.

The Department is responsible for providing employee benefit programs to all state employees and their families. During calendar year 2001, the **Health and Dental programs were re-marketed** by being put out to bid. New and innovative approaches to managing employee health care were solicited. Self insured programs, where the State would assume the role of the insurance company were also considered. After an extensive and successful solicitation process, the State elected to continue its current indemnity program with Regence Blue Shield of Idaho, effective July 1, 2001.

See: www2.state.id.us/adm/internalmgmt/index.htm



Division of Public Works (DPW)

Larry Osgood, Administrator

208 332-1900
losgood@adm.state.id.us



The **Division of Public Works (DPW)** is responsible for:

FACILITY LEASING

For assistance in locating office space, lease analysis, and lease preparation, contact **Linda Wildhagen** at 332-1929 or email: **lwildhag@adm.state.id.us**

FACILITY PLANNING, DESIGN AND CONSTRUCTION

The Division of Public Works can help with your agency's state building and renovation projects, as well as provide technical review of project plans and specifications. DPW also supervises the bidding process of building and renovation projects. Contact **Jan Frew** at 332-1912 or e-mail: **jfrew@adm.state.id.us**

STATEWIDE FACILITIES MANAGEMENT

The Statewide Facilities Management program is available to help with property management needs, environmental control, and custodial and security services. The Facilities Services office can also address Capitol Mall grounds, parking, and security questions. Work orders for Capitol Mall buildings can be sent to **prevent@adm.state.id.us** or call **Tracy Whittington** at 332-1935. For information regarding the Idaho Falls State Office Building, call **Greg Tremelling**, 525-7259. For the Lewiston State Office Building, call **Ed Kimbrough**, 799-5047.

VIDEO CONFERENCING

This emerging service offers business video conferencing to all state agencies through its own video conferencing systems or in partnership with other state agencies or the private sector. Video conferencing is a useful tool, which complements business travel and improves productivity. Boise and Idaho Falls are presently equipped with compressed video conferencing systems. For scheduling, call **Daniel Foster** at 332-1935 or e-mail: **dfoster@adm.state.id.us**

CONFERENCE ROOM SCHEDULING

To arrange for the use and set-up of a conference room in state buildings within the Capitol Mall, please contact **Maxine Colson** at 332-1900 or email: **mcolson@adm.state.id.us**

2001 DPW Highlights

The Public Works Division has completed a major phase this past year in its **Facilities Assessment Program**, by completing work in the development of an **interactive database**. This database incorporates assessments of nearly one million square feet of state-owned facilities within the Capitol Complex and State Office Buildings in Lewiston and Idaho Falls.

The assessment program is an ongoing project which started in FY2001. The detailed database will be available for use by state agencies so decisions can be made on the future of state facilities programs. This inventory will also assess the condition, location, current use, historical costs, and required repairs of state-owned facilities. This is the first time such an analysis has been done. This process will also establish realistic replacement values for insurance purposes.

Construction was completed this fall on the new \$10.9 million **University of Idaho Agriculture-BioTechnical Center** in Moscow providing biotechnology-based teaching and research programs in plant, animal, biological, and aquacultural sciences.

Construction was completed in 2001 for the second and third phases of the new **Physical Science Complex at Idaho State University**. The complex houses the ISU departments of chemistry, geology, mathematics and physics. Both phases of this major project represent a cumulative total of a little over \$7.5 million. When all phases are completed, the new ISU facilities will represent a total investment of \$18,517,236. The project has been carried out over a number of years

In order to curtail Capitol Complex facility energy consumption, the Division of Public Works replaced a 25-year old heating and cooling unit in its central plant facility in January of last year. The new chiller unit is 35 percent more energy efficient and is representative of the state's focus on **energy conservation solutions**. In addition, Facilities Services established an **Energy Conservation website for citizens**.

See: www2.state.id.us/adm/pubworks/index.htm



Division of Purchasing (DOP)

Jan Cox, Administrator

208 327-7465
jcox@adm.state.id.us



The **Division of Purchasing** (DOP) is responsible for:

PURCHASING AND PROCUREMENT TRAINING

The Division of Purchasing is able to support your agency in its purchasing requirements through the lease or purchase of goods, services, parts, supplies, and equipment. Procurement training is available for state agencies, commissions, self-governing boards and other public agencies, including rules and procedures for procurement, as well as specific training for individual agency needs. Contact **Frank Pierce** at 327-7322 or **fpierce@adm.state.id.us**

RECORDS MANAGEMENT

The Records Center provides record storage, records management consultation, and rotation/storage of computer back-up media for your agency. (COLD) computer output to laser disk, archival micrographic and computer-output-microfilm (COM) services are also provided. Standard state forms and service awards. Call **Duane Bogstie** 327-7060 **dbogstie@adm.state.id.us**

POSTAL SERVICES

This service team provides U.S. Postal Services bound and inter-agency mail pickup and delivery three times daily within the Capitol Mall. Driving runs in the Boise and Meridian area occur twice daily. The group also handles ground and airfreight. Incidental services offered include presorting, folding, inserting, metering, certified and registered mail, and bar coding. Contact **Kathy Uhling**, 332-1951, **kuhling@adm.state.id.us**

COPY SERVICES

The **Quick Copy Center**, located at 550 W. State St. in Boise (basement of the parking structure), is able to provide networked photocopying services for your agency. Convenience copy machines are located throughout the Capitol Mall. Workshops and assistance in the procurement of printed materials are also available. Call **Mona Whittington** at 332-1941 or e-mail: **mwhittin@adm.state.id.us**

FEDERAL SURPLUS PROPERTY

If your agency is interested in acquiring surplus federal properties for state or local governmental operations or for use by eligible non-profit groups, call **Bruce Hutchinson** at 334-3477, **bhutchin@adm.state.id.us**

2001 DOP Highlights

The Idaho Purchasing Modernization Initiative

resulted in legislation (SB1025) unanimously approved past Legislative Session, effective July 1, 2001. In addition to enabling electronic purchasing, the bill clarified statutes. SB1025 involved 20 changes to 12 sections of Idaho Code; has been 25 years since purchasing statutes updated to reflect today's technological advances. The legislation was passed with no opposition and was supported by key Idaho business groups. As of the end of December 2001, 24 departments have been fully trained, six agencies are actively using the system with (265 people participating); 586 purchase orders have been processed (approximately 22 solicitations per week); over 7,000 vendors registered.

State agencies continue to maximize taxpayers' dollars through their increased usage of the **Purchasing Card (P-Card)**. The P-Card is a corporate charge card used for small dollar purchases and/or travel on behalf of state agencies. The card allows agencies to maintain tight control while reducing administrative costs associated with authorizing, tracking, paying and reconciling warrants for small dollar purchases.

In April, **Central Postal Services** installed a new **Fastforward System** in the state's mailroom operations center which sprays the address correction directly onto the envelope being bar-coded. The new system will significantly reduce the amount of presorted mail returned for address corrections. Thus far, it has shown a **savings of \$362, 533.58** for bar-coding (1st class and bulk mail).

Federal Surplus Property acquires, transports, warehouses and distributes personal property which has been declared surplus by the General Services Administration. Last year this group **saved Idaho taxpayers \$1,768,639.89**. Property is donated to units of state and local government and to certain, eligible, non- profit health and educational entities, programs for the elderly and for the homeless.

See: www2.state.id.us/adm/purchasing/index.htm



Information Technology Resource Management Council (ITRMC)

**Pamela I. Ahrens,
Chairman**

208 332-1824
pahrens@adm.state.id.us

**Richard D. Elwood
Statewide IT Coordinator**
ITRMC Staff
208 332-1875
relwood@adm.state.id.us



Idaho Attorney General Al Lance comments on his Office receiving an ITRMC Achievement Award for his No-Call List on telephone solicitors.

STATEWIDE STRATEGIC IT PLANNING

The Information Technology Resource Management Council (ITRMC) works collaboratively with all state agencies in long-range IT planning, development, and procurement of IT services on a statewide basis. This includes development of major IT plans, including the overall State of Idaho IT Plan, Electronic Commerce, and Risk Assessment methodologies/ procedures agencies will use in implementing large-scale IT projects. Contact **Rich Elwood**, at 332-1876 or relwood@adm.state.id.us

2001 KEY ACCOMPLISHMENTS

State Information Technology Plan: The Council adopted the revised Information Technology Plan for Idaho on August 29, 2001.

ITRMC IT Policies, Enterprise Standards, and Guidelines: In order to support the revised IT Plan, the ITRMC Staff undertook an extensive effort to review existing policies, standards, and guidelines in order to develop a new format to better suit the electronic distribution of these key components and to ensure policies, standards and guidelines supported the directions established in the newly revised Information Technology Plan. As a result of this effort, new document formats were developed that lend themselves to electronic distribution through the Internet. Secondly, additional policies, standards and guidelines were developed, recommended to and adopted by ITRMC.

Access Idaho, Electronic Front Door to Idaho State Government: Access Idaho is the official name for the **State of Idaho Internet portal**, a public-private partnership that provides on-line government services and information to the public. Signed in Dec. 1999, the portal contract began a relationship with the Idaho affiliate of the nation's leading provider of Internet-based electronic government services, the National Information Consortium (NIC). Since its public launch in May 2000, Access Idaho has produced more than 32 websites and e-commerce applications for the State of Idaho. The Access Idaho website is: <http://www.accessidaho.org>

ITRMC 2001 Highlights, cont.

ITRMC IT Achievement Awards Established:

The ITRMC IT Achievement Awards were presented for the first time at an award luncheon held as part of the annual 2001 Digital Government 'Boot Camp' for Idaho Policy Makers in October. The awards given in eight categories recognize and celebrate the excellent work and efforts by state and local government agencies in making it easier for Idaho citizens to get the information and services they need either online or through integrated processes.

Digital Government 'Boot Camp': The second annual ITRMC Digital Government 'Boot Camp' for Idaho Policymakers was held in October and attracted 290 attendees including legislators, city, county and state government officials, IT professionals, and college presidents. A highlight of the day-long conference was the 22 "Best Practice" booths highlighting state and local government on-line applications. Sponsorship by corporate partners covered about 77% of costs.

Enterprise GIS (Geographic Information Systems):

For years, users of geographic information systems (GIS) in Idaho have understood the need to coordinate both data-gathering and -sharing activities. Executive Order 2001-07, signed by Governor Kempthorne in April 2001, re-established the state's directive to lead the GIS coordinating effort in Idaho by creating the Idaho Geospatial Committee (IGC).

Information Technology Training Program (ITTP):

ITTP is a collaborative program, combining the resources of Idaho state government agencies, higher education, major computer hardware and software firms, and private training organizations. Over the past three years the ITTP has provided state agencies over \$700,000 per year in training, with increasing enrollment. ITTP is administered by the Division of Professional-Technical Education and funded by the Department of Administration and Department of Labor.

See: www2.state.id.us/itrmc/index.htm



Financial Management - FY2002 Program Budgets

Administrative Support	\$1,029,700
Small Agency Support	\$56,000
Industrial Special Indemnity Fund	\$239,600
Administrative Rules	\$516,700
Insurance Management	\$1,293,700
Information Technology Resource Management Council	\$726,100
Information Technology and Communications Services	\$4,366,400
Design and Construction	\$6,989,900
Facilities Management	\$7,052,900
School Facilities Assessment	\$203,900
Purchasing	\$3,494,700
Idaho Capitol Commission	\$32,234,800
TOTAL	\$58,204,400



FY2001 Programmatic Revenues

Insurance Programs	\$129,549,200
Capital Projects	\$120,422,333
Communications and Technology	\$8,598,300
Facilities Management	\$5,264,700
Document Management	\$993,500
Technology Training Program	\$553,600
Administrative Rules	\$457,200
Federal Surplus Property	\$334,200
Administrative Services	\$2,135,600
TOTAL	\$268,308,633



Resources and Information Links

Access Idaho	http:// www.accessidaho.org
Idaho Capitol Commission	http://idahocapitolcom.org
National Association of State Chief Administrators	http://www.nasca.org/
National Association of Procurement Officials	http://www.naspo.org/
National Association of Chief Information Officers	https://www.nascio.org/
National Association of State Budget Officers	http://www.nasbo.org/
National Association of State Facilities Services Association	http://www.nasfa.net/
National Association of State Telecommunications Directors	http://www.nastd.org/
National Association of State Agencies for Surplus Property	http://www.nasasp.org/
National Association of Government Archives and Records Association	http://www.nagara.org/
State Risk Insurance Management Association.....	http://www.strima.org/
Center for Digital Government.....	http://www.centerdigitalgov.com/
Information Technology Association of America.....	http://www.ita.org/
National Electronic Commerce Coordinating Council..	http://ec3.org/
Council of State Governments.....	http://www.statesnews.org/
National Governors Association.....	http://www.nga.org/
Western Governors Association.....	http://www.westgov.org/
First Gov.....	http://www.firstgov.gov/

This report provides a general overview of the operations and initiatives of the Department of Administration in accordance with Idaho Code Section 40-316 (1).

Costs associated with the production and dissemination of this document are available from the Department of Administration in accordance with Idaho Code Section 60-202.



Department of Administration * 650 West State Street, Room 100 * Boise, ID 83720-0003